

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Administrative Services

FROM : Acting Chief, Records Control Section

SUBJECT: Microfilming as a Means of Economy

DATE: 5 April 1951

1. As of 1 March 1951, there had been microfilmed in connection with the Records Reduction aspect of the Records Management Program, a total of 573,828 documents occupying 239 cubic feet of space. It is believed this represent a saving of more than \$1,000 a year, for at least ten years.
2. The cost of microfilming these records, at an estimated \$7.25 a cubic foot amounted to \$1,732. Had these records been retained in original form, it would have cost CIA \$5.31 a cubic foot or \$1,269 a year to keep these records in the respective offices.
3. These documents were of such significance that it is believed they would have been retained in the offices for ten or more years. The cost of retaining the records in original form for 16 months is about equal to the microfilming cost. Over a period of ten years a saving of nearly \$11,000 can be estimated from microfilming.
4. However, if operational conditions had been such as to permit storage in the Records Center, the cost of maintaining them in original form would be \$.53 a cubic foot a year, or \$1773 for thirteen years. As a generality, it can be stated that CIA can store records in original form in warehouse type space for twelve or thirteen years as cheaply as it can microfilm them to permit immediate destruction.

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## References

| <div style="display: flex; justify-content: space-between; font-weight: bold;"> <span>UNCLASSIFIED</span> <span>RESTRICTED</span> <span><u>CONFIDENTIAL</u></span> <span>SECRET</span> </div> <small>(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)</small>   |                 |                 |             |
|---|-----------------|-----------------|-------------|
| <b>CENTRAL INTELLIGENCE AGENCY<br/>OFFICIAL ROUTING SLIP</b>  |                 |                 |             |
| <b>TO</b>   |                 | <b>INITIALS</b> | <b>DATE</b> |
| 1   | <i>W Z Peal</i> |                 |             |
| 2   |                 |                 |             |
| 3   |                 |                 |             |
| 4   |                 |                 |             |
| 5   |                 |                 |             |
| <b>FROM</b>   |                 | <b>INITIALS</b> | <b>DATE</b> |
| 1   |                 |                 |             |
| 2   |                 |                 |             |
| 3   |                 |                 |             |
| <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> APPROVAL</div> <div style="width: 33%;"><input checked="" type="checkbox"/> INFORMATION</div> <div style="width: 33%;"><input type="checkbox"/> SIGNATURE</div> <div style="width: 33%;"><input type="checkbox"/> ACTION</div> <div style="width: 33%;"><input type="checkbox"/> DIRECT REPLY</div> <div style="width: 33%;"><input checked="" type="checkbox"/> RETURN</div> <div style="width: 33%;"><input type="checkbox"/> COMMENT</div> <div style="width: 33%;"><input type="checkbox"/> PREPARATION OF REPLY</div> <div style="width: 33%;"><input type="checkbox"/> DISPATCH</div> <div style="width: 33%;"><input type="checkbox"/> CONCURRENCE</div> <div style="width: 33%;"><input type="checkbox"/> RECOMMENDATION</div> <div style="width: 33%;"><input type="checkbox"/> FILE</div> </div> <p><b>REMARKS:</b></p> |                 |                 |             |
| <div style="display: flex; justify-content: space-between; font-weight: bold;"> <span>SECRET</span> <span><u>CONFIDENTIAL</u></span> <span>RESTRICTED</span> <span>UNCLASSIFIED</span> </div>   |                 |                 |             |

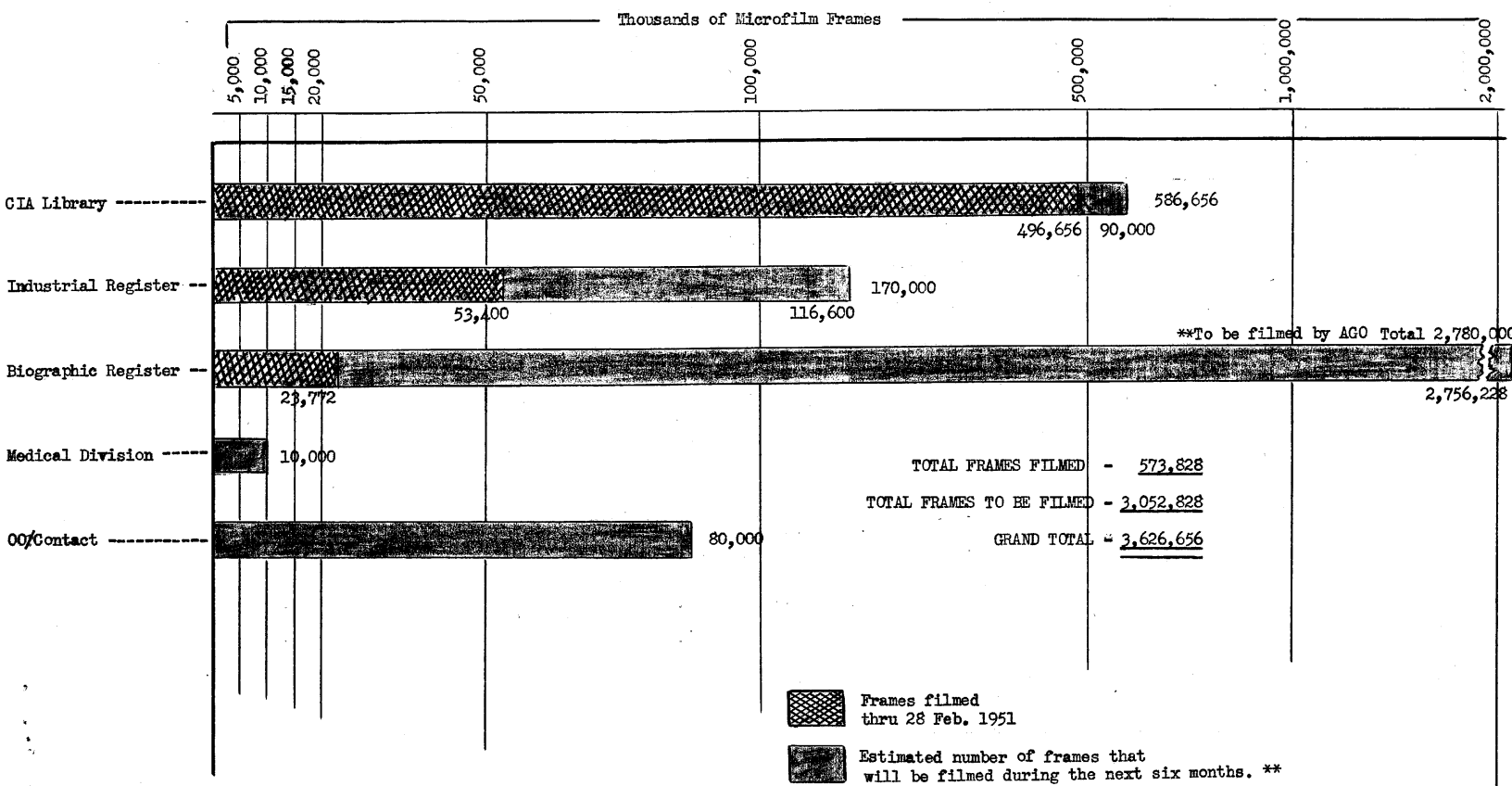
FORM NO. 30-4  
SEP 1947

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PROGRESS SUMMARY OF REDUCTION OF RECORDS MICROFILM PROGRAM

Cumulative thru 28 Feb. 1951

| ORGANIZATION   | FRAMES FILMED  | STATUS OF PROJECT  |
|--|----------------|--|
| <b>A. Office of Collection and Dissemination</b>   |                |  |
| 1. <u>CIA Library</u><br>Library intelligence documents  | 496,656        | Initial project <u>35 %</u> complete.<br>It is planned to bring the file up-to-date every day as new material is received. Estimated number of frames per month: 15,000.   |
| 2. <u>Industrial Register</u><br>Air Force material on underground installations in the USSR zone of Germany                 | 32,400         | Project is <u>54 %</u> complete.<br>An estimated 27,600 frames must be filmed to finish the project.   |
| Treasury Dept. Foreign Funds Control Unit material pertaining to foreign industrial and commercial installations             | 21,000         | Project is <u>19 %</u> complete.<br>An estimated 89,000 frames must be filmed to finish the project.   |
| 3. <span style="border: 1px solid black; display: inline-block; width: 250px; height: 40px; vertical-align: middle;"></span> | 23,772         | 25X1<br><br>Project is <u>16 %</u> complete.<br>An estimated 116,228 frames must be filmed to finish initial project.<br>It is planned to bring the file up-to-date every day as new material is received. No estimate of the number of frames |
| '201' Files of former German Army officers (captured German documents)   | NONE           | Projected project of 2,640,000 frames. Actual filming and processing will be done by the AGO. Some 66,000 individual '201' jackets of an average of 40 pages each are involved.  |
| <u>TOTAL NUMBER OF FRAMES FILMED IN OCD</u>  | <u>573,828</u> | Within the next six months at least 2,962,000 frames will be filmed for OCD.   |
| <b>B. Administrative Offices</b>   |                |  |
| 1. <u>Medical Division</u><br>Medical History Jackets (inactive)   | NONE           | Projected project of 10,000 frames.  |
| <b>C. Office of Operations</b>   |                |  |
| 1. <u>Contact</u><br>Numerical Register Process Sheets for OO/B Reports  | NONE           | Projected project of 24,000 frames.  |
| Contact Case File  | NONE           | Tests now being made. An estimated 56,000 frames will be filmed to finish initial project. File is to be kept up-to-date by frequent filming. No concrete plan as yet formulated. No estimate of number of frames per increment.               |
| <b>D. Office of Special Operations</b>   | NONE           | Tests now being made. An estimated 18,000,000 frames will be filmed.<br>See report on VR progress.   |

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## PROGRESS SUMMARY OF VITAL RECORDS MICROFILM PROGRAM

Cumulative thru 27 Feb. 1951

| ORGANIZATION                                     | FRAMES<br>FILMED | PROJECT DATA  |
|--|------------------|---|
| <b>A. Office of Collection and Dissemination</b> |                  |   |
| 1. <u>Biographic Register</u>                    | 282,787          | Initial project <u>100 %</u> complete.<br>File is brought up-to-date every six months. First increment due 18 March 1951. Estimated number of frames per increment: 60,000.   |
| 2. <u>Graphics Register</u>                      | 165,533          | Initial project <u>15 %</u> complete.<br>An additional 500,000 frames are to be filmed from the Master Photograph File beginning 8 March 1951. The completed file is to be brought up-to-date every six months. Estimated number of frames per increment: 25,000.                                     |
| 3. <u>Industrial Register</u>                    | 426,204          | Initial project <u>100 %</u> complete.<br>177,204 frames of the total are continuation. File is brought up-to-date every day as new material is received. Approximately 10,500 frames are filmed each month.  |
| <u>TOTAL NUMBER OF FRAMES FILMED IN OCD</u>      | <u>874,524</u>   | OCD <u>72 %</u> complete.   |
| <b>B. Office of Scientific Intelligence</b>      |                  |   |
|  | 41,861           | Initial project <u>100 %</u> complete.<br>File is brought up-to-date every six months. First increment due 1 July 1951. Estimated number of frames per increment: 1,200.  |
| <u>TOTAL NUMBER OF FRAMES FILMED IN OSI</u>      | <u>41,861</u>    | OSI <u>100 %</u> complete   |
| <b>C. Administrative Offices</b>                 |                  |   |
| 1. <u>Legal Staff</u>                            | 675              | Initial project <u>100 %</u> complete.<br>File will be brought up-to-date as necessary. No estimate of number of frames to be filmed in the future.   |
| 2. <u>Inspection and Security</u>                | 29,634           | Initial project <u>100 %</u> complete.<br>Approximately 10,000 frames will be filmed on 3 March 1951 to bring a part of the file up-to-date. Entire file is brought up-to-date every six months. Filming of the first increment to begin 1 April 1951. No estimate of number of frames per increment. |
| 3. <u>Fiscal Division</u>                        | 101,549          | Initial project <u>100 %</u> complete.<br>140,000 frames expected in the near future. File is brought up-to-date every six months. First increment due 1 Sept. 1951. Estimated number of frames per increment: 10,000.  |
| 4. <u>Personnel Division</u>                     | 700              | Initial project <u>100 %</u> complete.  |
| 5. <u>Procurement Division</u>                   | NONE             | Projected project of 125,000 frames.<br>File to be brought up-to-date every day. Estimated number of frames per month: 1,000.   |

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Cumulative thru 27 Feb. 1951

| ORGANIZATION  | FRAMES FILMED | PROJECT DATA   |
|---|---------------|--|
| 6. <u>Management</u>                                    | 2,000         | Initial project <u>100 %</u> complete.<br>File is brought up-to-date every six months. First increment was due 1 Jan. 1951. Estimated number of frames per increment: less than 1,000. |
| 7. <u>Administrative Services</u>                       | 500           | Initial project <u>100 %</u> complete.   |
| 8. <u>Advisory Council</u>                              | UNKNOWN       | Initial project <u>10 %</u> (?) complete.  |
| TOTAL NUMBER OF FRAMES FILMED IN ADMINISTRATIVE OFFICES | 134,558       | AO <u>100 %</u> complete.  |
| D. Office of Reports and Estimates                      | 140,354       | Initial project <u>100 %</u> complete.   |
| TOTAL NUMBER OF FRAMES FILMED IN ORE                    | 140,354       | ORE <u>100 %</u> complete.   |
| E. Office of Research and Reports                       |               |  |
| 1. <u>Map Intelligence</u>                              | 3,000         | Initial project <u>100 %</u> complete.   |
| TOTAL NUMBER OF FRAMES FILMED IN ORR                    | 3,000         | ORR <u>100 %</u> complete.   |
| F. Office of Operations                                 |               |  |
| 1. <u>Contact</u>                                       | 1,200         | Initial project <u>100 %</u> complete.   |
| TOTAL NUMBER OF FRAMES FILMED IN OO/C                   | 1,200         | OO/C <u>100 %</u> complete.  |
| G. Office of Special Operations                         | NONE          | Projected project of 18,000,000 frames. Tests now being made re: type of camera, film size, etc.   |
| H. Office of Policy Coordination                        | 8,000         | Initial project <u>100 %</u> complete.<br>File is brought up-to-date every four months. First increment is due 1 April 1951. Estimated number of frames per increment: 5,000.          |
| TOTAL NUMBER OF FRAMES FILMED IN OPC                    | 8,000         | OPC <u>100 %</u> complete.   |
| TOTAL NUMBER OF FRAMES FILMED IN CIA                    | 1,203,497     | CIA <u>90 %</u> complete.  |

This 90 % figure indicates numbers of projects only. Actually, in number of frames still to be filmed, the program is only 2 % complete since there are some 18,625,000 more frames to film.

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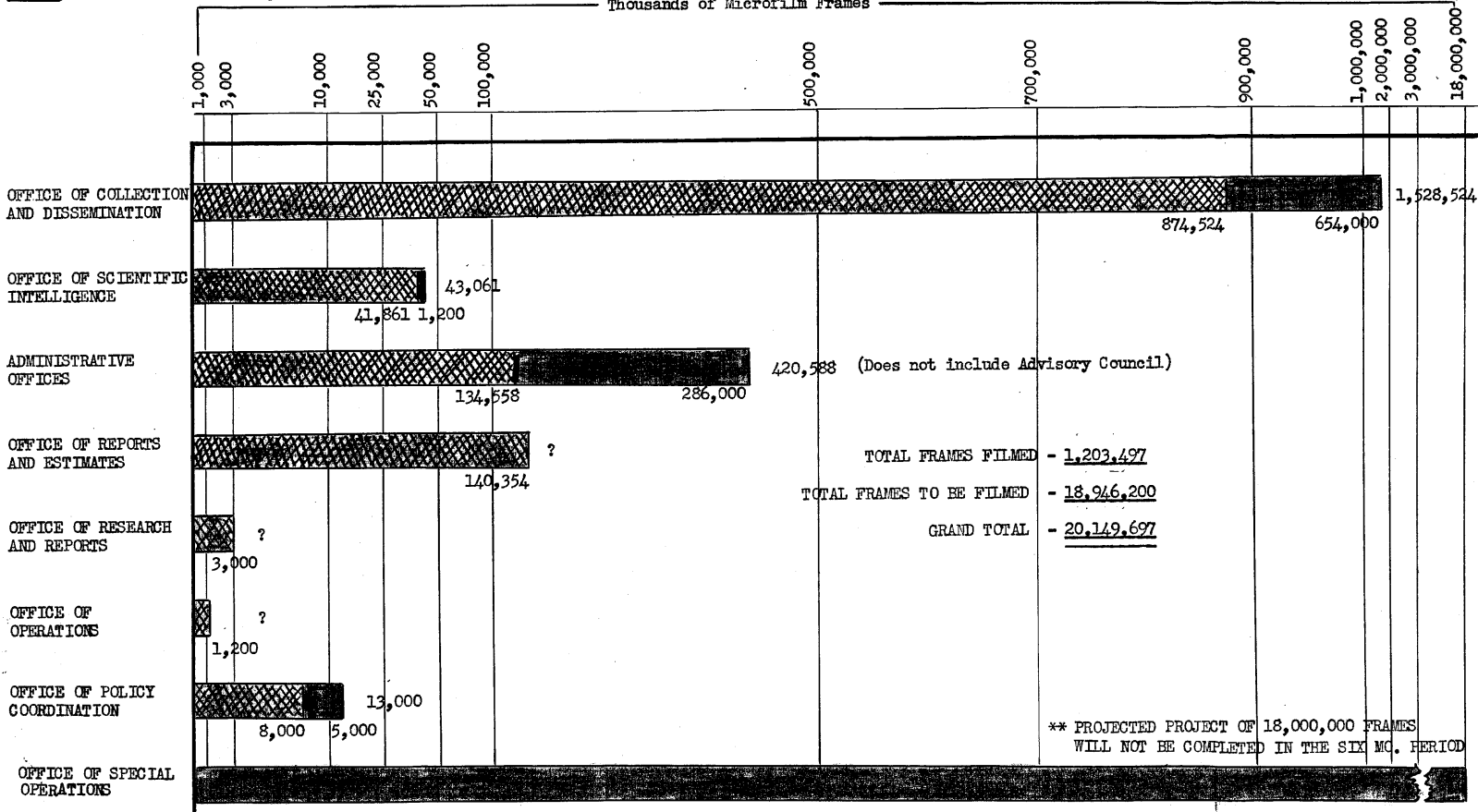
Frames filmed  
thru 27 Feb. 1951

Approved For Release 2009/05/26 : CIA-RDP70-00211R000300210042-8

Estimated number of frames that  
will be filmed during the next six months.\*\*

VITAL RECORDS MICROFILM PROGRAM

Thousands of Microfilm Frames



Approved For Release 2009/05/26 : CIA-RDP70-00211R000300210042-8